


<b>Name of Policy:</b> <u>Availability of Technologist</u> <b>Policy Number:</b> 3364-135-007 <b>Department:</b> Radiology <b>Approving Officer:</b> Chief Operating Officer - UTMC <b>Responsible Agent:</b> Chairman & Professor, Radiology <b>Scope:</b> Radiology	 <b>THE UNIVERSITY OF TOLEDO MEDICAL CENTER</b>  <b>Effective Date:</b> 10/1/2021 Initial Effective Date: 2/10/2004
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

**(A) Policy Statement**

The Department of Radiology Technologists/Employees have the responsibility to communicate their immediate location (while on duty) to designated personnel.

**(B) Purpose of Policy**

All technologists should be readily available when needed for patient exams, to avoid any delays in patient care.

**(C) Procedure**

1. During regular hours of operation, a technologist or clerk will always be available to answer the telephone in each section of Radiology, which includes Diagnostic X-Ray, CT, Nuclear Medicine, MRI and Ultrasound.
2. When one technologist is working alone in a given area, they are to report to the clerk on duty, if they leave their section to take a break, go to lunch, transport a patient, or otherwise leave their area. They will then report back in when they return. If the clerk is unavailable, then report to the Lead Technologist in Diagnostic.
3. If a technologist leaves their designated area to help out in another section i.e. CT Tech in Diagnostic Radiology, they are to transfer their phone to the area in which they will be working and notify the clerks or Lead Technologist in Diagnostic.
4. The technologist that closes a department such as MRI, Nuclear Medicine and Ultrasound at the end of their scheduled workday, shall inform the clerks or Lead Technologist in Diagnostic that they are leaving. This action will avoid any unforeseen delays in the quality of patient care.
5. When a technologist from MRI, Nuclear Medicine, or Ultrasound is called in to perform an exam, they are to let the clerks know when they arrive and again when they leave.

<b>Approved by:</b>  <u>/s/</u> _____ 10/25/2021 Haitham Elsamaloty, MD Chairman & Professor, Radiology  <u>/s/</u> _____ 10/25/2021 Christine Stesney-Ridenour, FACHE Chief Operating Officer - UTMC	<b>Review/Revision Date:</b> 3/28/2007 5/1/2011 7/11/2012 08/1/2015 8/1/2018 10/1/2021
<b>Next Review Date:</b> 10/1/2024	
<b>Policies Superseded by This Policy:</b> A-008	